



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	FINANCIAL ANALYST IV
3	Posting Number	PN# 106860
4	Department	FINANCE & ADMINISTRATION
5	Division	Accounting Services
6	Section	Insurance Management
7	Reporting Location	611 Walker
8	Workdays & Hours	M-F, 8 A.M - 5 P.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Coordinates and directs the development, implementation and monitoring of various financial activities, policies, procedures and reports. Support development of budgets and develop insurance programs and tracking systems. Monitor, analyze and update budget projections for commercial insurance, insurance broker services and other line-item accounts. Process financial transactions and resolve monthly variances. Interpret, report and update premium trends. Prepare premium allocation schedules, charts, graphs, and various insurance reports. Maintain internal audit of insurance policies including terms, conditions and rates. Act as a liaison to internal and external agencies and organizations for development of underwriting specifications to meet requirements for purchase of insurance policies and bonds and prepare recommendations. Analyze insurance programs and recommend enhancements. Review contracts and develop insurance recommendations. Coordinate and conduct special projects, surveys and studies. Performs other duties as requested by supervisor, division and department heads. May be required to drive on city business.	
10	<u>WORKING CONDITIONS</u> Position is physically comfortable.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor's degree in Accounting, Finance, Business Administration or a closely related field .	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six (6) years professional experience in finance, economics, budget analysis or a closely related area are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A Valid Driver's License and compliance with the City of Houston policy on driving (AP 2-2).	
14	<u>PREFERENCES</u> Excellent written and oral communication skills with experience drafting correspondence to senior management in large organization. Affluent in Microsoft Word, Excel, PowerPoint, Access, Outlook. Additional consideration will be given to applicants with experience in risk management, property/casualty insurance industry, budget development, and Disaster Recovery. Prefer professional designations include Associate in Risk Management (ARM); Certified Property Casualty Underwriter (CPCU).	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None	
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: <div>Salary Range – Pay Grade 25 \$1501 - \$2,080 Biweekly \$39,026 - \$54,080 Annually</div>	
18	<u>OPENING DATE</u>	September 21, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9471. An equal opportunity employer	